Accelerated SAP		BUSINESS PROCESS PROCEDURE		
State of Utah	Organization/Area: Title:	Payroll Department Report of Annual/Converted Sick Over 320 Hours		
File Name:	H:\APAYROLL\BP- Manage Time & Attendance\BPPs External\BPP Report of Annual or Conv Sick Over 320 Hours.doc	Release:	R/3 ECC 5.0	
Responsibility:	Department Payroll Staff	Status:	Issued: 08/13/2003 Revised: 10/10/2007	

# **Overview**

## Trigger:

This report may be used by department payroll staff to identify employees that have annual and/or converted sick leave that exceeds the 320 hour maximum.

#### **Business Process Procedure Overview**

Unused accrued annual and/or converted sick leave in excess of 320 hours shall be forfeited during leave year end processing for each calendar year. This report allows departments to identify employees that may lose annual and/or converted sick leave if the hours are not used before the end of the leave year (this date will be listed in the report heading).

The use or lose date for the leave year is the "Pay Period End Date" of the <u>final</u> pay period listed in the Schedule of Pay Periods and Holidays for the current calendar year. Typically there are 26 pay periods in the leave year (on occasion 27 pay periods are used).

A Schedule of Pay Periods and Holidays is available on the Division of Finance web site: <a href="https://www.finance.utah.gov">www.finance.utah.gov</a> in the Payroll, Payroll Documents section).

This report should always be run on Wednesday, Thursday, or Friday during the week of payday to ensure the "Hours to be accrued" amount is accurate.

If this report is run during the week of time entry, there is one extra pay period of accrual in the "Hours to be accrued" column.

# **Procedural Steps**

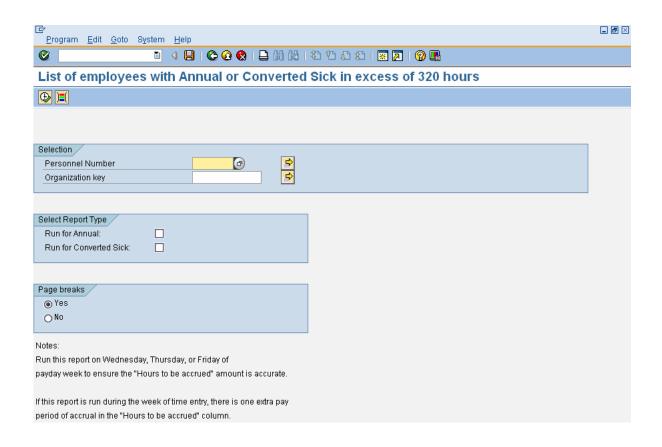
### 1. Access transaction by:

Via Menu	Time Entry Operator > Reports - other > Annual/Converted Sick over 320 hours
Via Transaction Code	Z_LEAVE_OVER_320
Via Favorites Menu	Annual/Converted Sick over 320 hours

Double click on "Annual/Converted Sick over 320 hours" and the following screen will appear:

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Input – Available Fields	Field Value
Personnel number	Employee Identification Number of the employee (or employees)
Organization key	Department, Unit, and Distribution Code
Select Report Type	The report may be run for Annual or Converted Sick
Page breaks	Yes or No

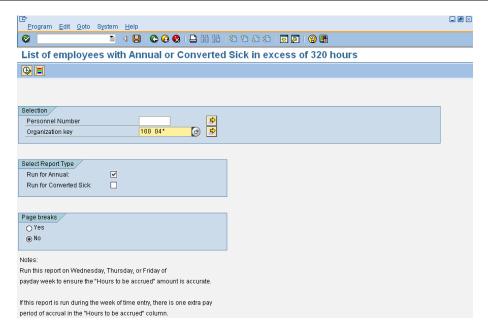
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- 1.1 This report should always be run on Wednesday, Thursday, or Friday of payday week to ensure the "Hours to be accrued" amount is accurate. <u>NOTE</u>: If this report is run during the week of time entry, there is one extra pay period of accrual in the "Hours to be accrued" column.
- 1.2 The "Personnel number" field may be left blank if using the agency "Organization key". Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the multiple selection icon next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.
- 1.3 The "Organization key" field allows entry of the Department code followed by a blank space, the Unit code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, \*, in the selection criteria to get all employees within the same unit. For example, to print the report for all employees in department 100 and units with 04, enter 100(space)04\*. Enter multiple organization keys by clicking on the multiple selection icon to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in department 100, units with 04, and any distribution code.
- 1.4 The "Select Report Type" filter has two options: "Run for Annual" and "Run for Converted Sick". Designate the Report Type by clicking once in the white box, located to the right of each option. Run the report separately for each option.
- **1.5** The default for "Page breaks" is set to "Yes". Clicking on the radial button next to "No" allows you to override the default setting.
- 1.6 Click on the Execute icon to view the report.
- 1.7 To print the report, click on the Print icon, or you may choose List > Print from the screen heading toolbar.
- 1.7.1 The example below shows the selection criteria used to identify employees who have Annual that exceeds the 320 hour maximum that will be lost if not used by the use or lose date for the leave year (this is the pay period end date for the final pay period listed on the Schedule of Pay Periods and Holidays for the current calendar year).

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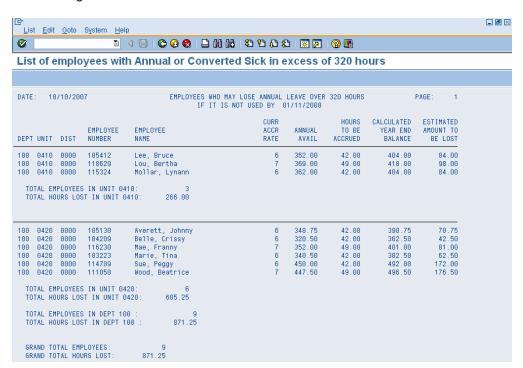


These selection filters were entered and resulted in the following report:

1. Organization key: 100 04\*

2. Select Report Type: Run for Annual

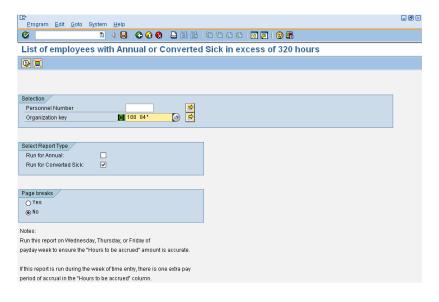
3. Page Breaks: No



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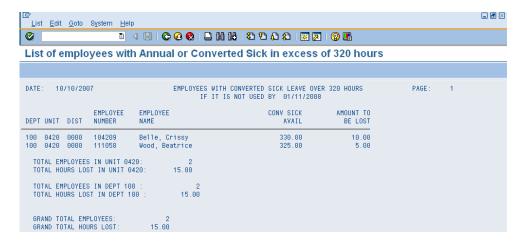
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- 1.7.2 The example below shows the selection criteria used to identify employees who have Converted Sick that exceeds the 320 hour maximum that will be lost if not used by the use or lose date for the leave year (this is the pay period end date for the final pay period listed on the Schedule of Pay Periods and Holidays for the current calendar year).
  - ➤ The <u>only</u> time an employee would have converted sick above 320 hours would be due to a quota adjustment that was entered incorrectly.



These selection filters were entered and resulted in the following report:

- 1. Organization key: 100 04\*
- 2. Select Report Type: Run for Converted Sick
- 3. Page Breaks: No



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# 2.0 The report heading contains the following information:

Report title

Page number

Date the report was run

Date the leave must be used by (this is the leave year end date)

## 2.1 The columns on the report are listed below with a brief description.

**Dept** The employee's department code.

**Unit** The employee's unit code.

**Dist** The employee's distribution code.

**Employee Number** The employee's identification number.

**Employee Name** The employee's name.

Curr Accr Rate The employee's current rate of accrual for

annual leave.

Annual or Cony Sick Avail

The available annual or converted sick hours at

the time the report was run.

Hours to be Accrued The projected amount of annual accrual based

on the remaining pay periods in the leave year.

Calculated Year End Balance The estimated annual balance at leave yearend

if no annual leave is used.

over 320, that will be lost if not used before the

end of the leave year.

**Total Employees in Unit**Sub total of employees in that unit with annual

or converted sick hours over 320.

**Total Hours Lost in Unit**Sub total of projected hours lost in that unit.

**Total Employees in Department** Total number of employees in the department

with annual or converted sick hours over 320.

**Total Hours Lost in Department** Total projected hours lost for that department.

**Grand Total Employees** Grand total of employees with annual or

converted sick hours over 320.

**Grand Total Hours Lost** Grand total of projected hours lost.

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